

MILPERSMAN 1000-130

NAME CHANGE OF MEMBER

Responsible Office	NAVPERSCOM (PERS-341C)	Phone:	DSN COM FAX	882-4890 (901) 874-4890 882-2660
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References	(a) 5 U.S.C. 301
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1. **Policy**. Change of name in the official record is made only after an administrative examination of the evidence and approval by Navy Personnel Command (NAVPERSCOM). A change of surname due to marriage or divorce shall be reported immediately. A name may not contain punctuation marks, including a hyphen, apostrophe, comma, period, or space.

2. **Command's Responsibility**. Prior to submission of request for name change, the command shall advise the servicemember of the Privacy Act statement as follows:

"The authority to request this information is derived from 5 U.S.C. 301 Departmental Regulations. The purpose is to effect a correction of name. It will become a permanent part of the Navy Personnel Records System. Disclosure of the information requested is voluntary; however, failure to provide the information may result in disapproval of the request for change of name."

3. **Member's Responsibility**. The member must forward name change letter request to Navy Standard Integrated Personnel System (NSIPS) Help Desk via the commanding officer (CO). The member's social security number (SSN) and complete mailing address are required to ensure proper identification. The request shall be accompanied by appropriate documentary evidence verifying the change in name. Examples of such suitable evidence are as follows:

- a. Marriage certificate.

b. Final divorce decree containing provision for restoration of maiden name.

c. Court order authorizing name change.

d. Birth certificate.

e. Naturalization certificate.

4. **Effective Date**. For Navy record purposes, a name change is effective from the date of NAVPERSCOM authorization as indicated in Block 1 on DD 1343 (Rev. 7-95), Notification of Change in Servicemember's Official Records.

5. **Additional Name Change Requirement**. Member shall complete and submit SSA 7008 (Rev. 5-88), Request for Correction of Earning Record to the Social Security Administration to ensure proper recording of Federal Insurance Contribution Act (FICA) wage credit deductions. SSA 7008 is available at local Social Security Administration (SSA) offices, and on the SSA Web site at <http://www.ssa.gov/online/forms.html>.

6. **How to send Documents**. Forward member's letter request, command endorsement, and a copy of the documentary evidence to the following address:

SPAWAR SYSTEMS CENTER
BLDG 3 THIRD FLOOR
ATTN: CDM
2251 LAKESHORE DR
NEW ORLEANS, LA 70145

FAX NUMBER: 1 (504) 697-0342